

### OVERVIEW OF FORMS & REQUESTS

ABSENCE FROM THE UNIVERSITY		
<p>All absence requests are submitted through the <a href="#">UofG Helpdesk</a>, please see <a href="#">guide</a>. Further details can be found under <a href="#">Absence requests</a>. All other forms are submitted to the <a href="#">Graduate School</a> mailbox.</p>		
Requests	Circumstances	Actions/Follow Up
<b>Annual Leave</b>	All Postgraduate Researchers are entitled to take a maximum of eight weeks' (56 days) <a href="#">annual leave</a> . All PGRs who are not engaged with their studies for a period of up to 56 days and <b>do not want to suspend their studies</b> . Tier 4/Student visa holders can remain in the UK or return home. <b>No extra time will be added to the duration of studies and fees will continue to be charged.</b>	PGRs must remain in contact with supervisors during the period of absence and contact the Graduate School and their supervisors on their return.
<b>Research Furth</b> (full/part time status only)	PGRs who spend time away from the University to carry out <a href="#">research</a> . PGRs are not permitted to apply for research furth if they are registered as thesis pending.	PGRs must remain in regular contact with their supervisor throughout the period and Tier 4/Students visa holders should be included in School monitoring procedures. PGRs will be expected to contact the Graduate School and their supervisors on their return.
<b>Suspension of Studies</b>	All PGRs who are unable to engage in their studies for any of the following reasons: care, financial, health, internship, maternity, other personal reasons, shared paternity leave. Tier 4/Student visa holders with an approved suspension of <b>more than 60 days</b> are required to leave the UK and University sponsorship of their visa is withdrawn. <b>The period of approved <a href="#">suspension</a> will be added to the duration of studies.</b>	Supervision will stop for all PGRs, no fee will be charged and stipend payments will be stopped. PGRs must remain in contact with supervisors during the period of suspension and will be expected to contact the Graduate School and their supervisors on their return and provide a Return from Suspension Form following a meeting with their supervisors. Additionally, if suspension ends outwith the annual progress review period, PGRs are required to attend an APR arranged by their School to confirm their progress to the next session.
<b>Return from Suspension of Studies Form</b>	All PGRs returning from Suspension of Studies.	Following return to study PGRs will have a meeting with supervisors to agree future plans. Completed forms are submitted to the Graduate School to update the PGR MyCampus record accordingly. Additionally, if suspension ends outwith the annual progress review period, PGRs are required to attend an APR arranged by their School to confirm their progress to the next session.

ANNUAL PROGRESS		
Information is available under <a href="#">Annual Progress Review</a> . All forms are submitted to the <a href="#">Graduate School</a> mailbox.		
Form	Circumstances	Actions/Follow Up
<b>Annual Progress Review</b> (online form)	All full time and part time PGRs are required to attend an <a href="#">Annual Progress</a> review. APR forms are completed online and accessed by PGRs via the link on MyCampus and by Academics via a the link on the Staff homepage. Section A provides an overview of PGRs MyCampus details. Section B: Student Assessment and Section C: Supervisor Assessment are completed by the PGR and supervisors in advance of the Annual Progress Review. Section D: Panel Review outcome.	Following the review, the outcome is completed by the review panel confirming or otherwise student's ability to progress to the next session. At the end of the minimum period of study (full-time in third year or part-time PGRs in fifth year) a decision will be made about whether the PGR is permitted to change to thesis pending registration or continue full or part time with tuition fees. A <a href="#">Completion Plan</a> is required for all PGRs at the end of the minimum period of study and should be uploaded to the online APR.
<b>Thesis Pending Review</b>	PGRs registered as thesis pending are not required to participate in a review. The <a href="#">Thesis Pending Review form</a> should be completed to confirm the PGR will submit on the expected date.	If it is expected that additional time is required an application for extension/suspension should be submitted.
<b>Additional Annual Review Form</b>	Follow up review for PGRs with conditions to annual progress.	The <a href="#">Additional Annual Review</a> form is completed offline by the review panel confirming or otherwise the PGR's ability to progress to the next session then returned to the Graduate School.
<b>Completion Plan</b>	All PGRs who have reached their minimum period of study. To be completed by the PGR and signed but the supervisor.	A <a href="#">Completion Plan</a> is required for all PGRs at the end of the minimum period of study (full-time in third year or part-time in fifth year) who are recommended to change to thesis pending registration or continue as a full or part-time with tuition fees.
<b>Data Management Plan</b>	All first year PGRs.	A <a href="#">Data Management Plan</a> is required for all first year PGR and should be uploaded to the online APR.

<b>THESIS SUBMISSION</b> Information is available under <a href="#">Thesis Submission</a> . All forms are submitted to the <a href="#">Graduate School</a> mailbox.		
Form	Circumstances	Actions/Follow Up
<b>Alternative Format Thesis</b>	PGRs who would like to submit their thesis in an <a href="#">alternative format</a> . An <a href="#">application form</a> and <a href="#">Author Declaration</a> to be completed and returned to Graduate School.	The Graduate School will arrange for the Dean of Graduate Studies to consider the request.
<b>Intention to Submit</b>	The <a href="#">Intention to Submit</a> should be completed via the UofG Helpdesk by the PGR and approved by the supervisor signalling that the thesis will be submitted within three months of the date stated on your form or by your expected submission date (whichever date is sooner).	On receipt of the Intention to Submit the Graduate School will begin the process of approving the Committee of Examiners – this cannot be done until the form is received so it is very important to submit the form at an early stage.
<b>Nomination of Committee of Examiners</b>	To be completed by Head of School/Subject as soon as the Intention to Submit for has been submitted.	The Graduate School will arrange for the <a href="#">Committee of Examiners</a> to be approved and advise the School when this has been done to allow viva arrangements to be made. The thesis will be distributed to the examiners.
<b>Application for Extension to thesis deadline date</b>	All PGRs who require an <a href="#">extension</a> to their thesis submission date of more than 2 weeks. PGRs should be in their thesis pending year or final year of study. A revised thesis <a href="#">Completion Plan</a> is required for all <a href="#">applications</a> . This form is also for PGRs who require an extension to a re-submission or period of corrections date. In this case the form will require approval of the Convener of the Committee of Examiners. Applications should be submitted 3 months in advance of the submission date and <b>no later than 6 weeks</b> prior to the expected submission date. Applications received later than 6 weeks prior to submission will incur a late <a href="#">fee</a> .	All PGRs must remain in monthly contact with supervisors during the period of extension to ensure no further extension is required. Tier 4/Student visa holders are required to ensure their visa does not expire if they are remaining in the UK. The Graduate School will remind PGRs one month before their extension expires if the intention to submit form/thesis is not received. If the extension is required for reasons of medical or other adverse circumstances and the PGR is unable to continue working on the thesis a period of suspension may be granted.